# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK791			
Classification Specification: <u>ACCOUNTING SERVICES ASST 3</u>			
Salary Range: NR23			
Position Description (Working Title): <u>Accounting Services Asst 3</u>			
Incumbent:			
Location: Parks & Recreation Department - Golf Complex			

#### GENERAL PURPOSE:

Under the direction of the Golf Complex Financial Services Supervisor, incumbent performs a variety of accounting duties related to Golf Complex funds, ensuring that revenue is properly accounted for and deposited in a timely manner.

Work is characterized by accounting, technical and clerical duties. Tasks include, but are not limited to, counting, reconciling and depositing monies received; reconciling and maintaining records of tournaments, gift certificates, tokens and other financial transactions; processing purchase orders and payroll timekeeping; performing clerical duties; and filling in for the Financial Analyst in the Analyst's absence. The incumbent is frequently required to work under pressure to meet deadlines and must work variable hours including weekends and/or holidays.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists employee with unusual situations, which do not have clear objectives or precedents. The employee plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in receiving, accounting for and reconciling monies received to amounts indicated on cash register tapes daily; preparing monies for deposit to appropriate accounts in accordance with established procedures; reconciling deposits against deposit slips; and following-up on discrepancies.

May assist in inventory controls, assists in maintaining internal physical inventory.

May assist Financial Analyst in training staff and users with complex cashiering computer software.

May assist in contractor billings, as assigned.

May assist in contractor payments as assigned.

Assists in maintaining reconciliation files and records according to internal control regulations.

Assist in reconciling a variety of financial transactions daily such as golf receipts to starter receipts, token machine receipts to tokens used, gift certificates purchased to redemption receipts, and etc.

May assist in establishing tournament receivables, reconciling tournament revenue, and allocating revenue among various accounts as directed.

Assists in accounting for and maintaining records of gift certificates, allocating funds to appropriate accounts, and reconciling accounts.

Assist in documenting all credit card transactions, NSF checks, and voided transactions, etc.; and maintaining numeric controls of Golf Complex forms.

Process, issue and record refunds according to established procedures.

May assist in updating web page, advertisements, and Parks brochure.

Assist with processing of reimbursements of the petty cash fund.

Perform payroll timekeeping functions for the Golf Complex In Administration, Operations, and Maintenance.

Verify the accuracy of bills and invoices received from vendors; research bills and troubleshoot discrepancies; prepare and process requisitions and purchase orders for payment as authorized by the Financial Analyst; track purchase order expenses; and assist with correcting journal entries. Send out appropriate paperwork for new vendors to set up accounts with the City.

Understand and apply appropriate accounting rules and regulations; assure accuracy of assigned accounts.

Assist the Financial Analyst and Golf Operations Superintendent by running financial and budget reports as requested.

May assistance with providing information to the auditors as requested.

Fill in for Financial Analyst in the Analyst's absence; and fill in for other staff members as needed.

Assist in resolving computer-related problems, telephones, and software issues.

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Answer telephones; provide information and assistance to callers, take messages or refer calls or visitors to appropriate personnel; communicate with other personnel and the public regarding payments, fees and other issues.

Receive, sort and distribute mail; type reports and correspondence; attend meetings; make and distribute copies; and perform other clerical duties.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

### KNOWLEDGE OF:

- General accounting, cashiering and financial record-keeping practices and procedures
- City organization, operations, policies, objectives
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Computer systems and applications and integrated systems related to accounting and cashiering such as Financial Management System (FMS), Computer Banking System, Golf Course Management System, and Cash Register Systems
- Modern office practices, procedures, and equipment including personal computers and related software programs (such as Excel spreadsheet, Access database, Word, Exchange E-mail, Internet browsers, etc.)

#### SKILLED IN:

- Using interpersonal skills and demonstrating tact, patience and courtesy
- Communicating orally and in writing
- Telephone techniques and etiquette
- Organizing, scheduling and completing work within established time lines
- Using listed tools and equipment including computer and applicable software
- Adding, subtracting, multiply and dividing quickly and accurately

### **ABILITY TO:**

- Ability to perform clerical accounting work of above average difficulty
- Prepare and maintain a variety of financial, statistical, budgetary and accounting records and reports, correspondence and written materials accurately and efficiently
- Make mathematical calculations; compute fractions, ratios, percentages, proportions; and draw computerized graphs and charts
- Establish and maintain effective working relationships with co-worker, supervisors, other City employees and the public

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- Understand and apply general regulations, policies and procedures
- Understand and follow oral and written directions
- Complete work with many interruptions
- Deal with people in a patient, tactful and courteous manner
- Answer the telephone and resolve questions/complaints with courtesy and etiquette
- Work and maintain confidentiality
- Apply common sense understanding to solve practical problems

# EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED), or equivalent,

supplemented by some college level course work or training in

business, bookkeeping, accounting, finance or a related field and

Experience: Two (2) years of increasingly responsible clerical, bookkeeping,

accounting, cashiering or related experience involving financial and

statistical record-keeping.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

## LICENSES AND OTHER REQUIREMENTS:

- Cash register and cash handling experience is preferred.
- Incumbent must demonstrate knowledge and skill in using computer applications such as Excel spreadsheets and Access database software to handle large amounts of data and correlate such data as necessary to audit records, track information and solve problems.

# MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet, database, and word processing software, printers, cash register, telephone, fax machine, copy machine, and calculator.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to type on a keyboard. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

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Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus.

## WORKING CONDITIONS:

Work is usually performed in a typical office environment, subject to multiple interruptions by phones and interoffice activities. Work is sometimes performed in a public area at the Golf Complex. While performing the duties of this job, the employee may be exposed to individuals who are difficult, irate or hostile. The noise level in the work environment is usually moderate in the office.

SIGNATURES:				
Incumbent's Signature	Date	Supervisor's Signature	Date	
Approval:				
Department Director/Designee	Date	Employee Services Director/Designee Date		
Revised: 10/02/02; 3/10/08				